



UNIVERSITY
of HAWAII®
MĀNOA

August 03, 2010

MEMORANDUM

To: Faculty and Staff of the John A. Burns School of Medicine

From: Elwyn Watkins, Building and Security Systems Engineer

A handwritten signature in black ink, appearing to read 'Elwyn Watkins'.

Subject: **GUEST PARKING AT THE JOHN A. BURNS SCHOOL OF MEDICINE
KAKA'AKO LOCATION**

Parking rules and regulations at the John A. Burns School of Medicine Kaka'ako facilities falls under the jurisdiction of the University of Hawai'i Mānoa Parking Office and is administered in accordance to the Hawai'i Administrative Rules, Title 20, Chapter 12, subchapter 1. A copy of this chapter can be found on the University of Hawai'i web page, www.hawaii.edu/offices/bor/adminrules/index.html .

Parking LOTC is the visitor parking lot here at JABSOM. Your guests may pay the daily parking fee (\$4.00) and park in this lot during regular lot hours. Current lot hours are:

Mondays-Fridays, 6:00am-5:00pm (gate is locked at 7:00pm)

***Saturdays**, 8:00am-5:00pm (gate is locked at 7:00pm)

**no Saturday hours, late May-early August.*

If you have a guest and would like to pay for their parking, please follow this process to request a parking pass:

1. Email requests to absom-parking@lists.hawaii.edu
2. Requests are forwarded to the University of Hawai'i Mānoa Parking Office for approval.
3. Approved passes may be purchased from the University of Hawai'i Mānoa Parking Office at the \$5.00 per pass per day rate.
4. Guests will be required to display a valid pass to park.

Please be sure to give yourself enough time to purchase the parking pass before your guest is expected to arrive. The University of Hawai'i Mānoa Parking Office requires at least two business days to review requests before making a decision.

Any questions regarding parking here at the John A. Burns School of Medicine Kaka'ako location may be addressed to and emailed to me at absom-parking@lists.hawaii.edu .

Thank you for your attention in this matter.

Guest Parking at the John A. Burns School of Medicine, Kaka‘ako Location

Questions about parking or access to the lots may be directed to
jabsom-parking@lists.hawaii.edu

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Procedures for Guest Parking Request:

1. Parking passes cost \$5.00 per pass per day.
2. Requests must be emailed to jabsom-parking@lists.hawaii.edu . This is an email maintained by the Facilities Management Office here at the John A. Burns School of Medicine.
3. Request must include:
 - ✓ Department name
 - ✓ Date of the visit
 - ✓ Time of the visit
 - ✓ How many passes are required
 - ✓ Location of the parking area requested
 - ✓ Department contact information
4. Requests shall be sent with enough lead time to forward to the University of Hawai‘i Mānoa Parking Office for approval. They ask for at least two business days. Last minute requests will be forwarded as soon as possible.
5. Once approved, passes may be purchased from the University of Hawai‘i Mānoa Parking Office. The Mānoa office hours and the Kaka‘ako location hours are included at the end of this document.

6. How the passes are given to the guests is up to the department coordinator. The guards at the JABSOM security desk on the first floor may assist if you ask, but remember your guests will have to park, come in to the building, get the pass from the desk, return to their car to display the pass and return to the building for their meeting.
 - ! The gate attendant at Lot C is an employee of a different contracted service and is not responsible for handing out passes. If you ask and they do not agree to help, they are not violating any contract. If they agree and something goes wrong such as they can not find the pass on the day of the visit, the contracted guard service nor the University of Hawai'i Mānoa Parking Office are liable. If you ask this gate attendant to assist you, you are doing so at your own risk.
7. Requests are accommodated in a first come, first served basis. A matrix of available guest parking stalls will be maintained by the Facilities Management Office. Lot A guest stalls will be the first priority unless requested otherwise. Since there are only seven guest stalls, there may be dates and times when parking in Lot A may not be available and passes will be approved for Lot C.
8. Passes approved for Lot C will only be valid for parking in Lot C. Vehicles parked in Lot A with this pass are subject to citation.
9. Passes approved for weekdays after 4:00pm or all day on the weekends will allow the drivers to park in the regular stalls in Lot A as well as the guest stalls. Passes approved for after 4:00pm will have the time restriction clearly marked on the front of the pass.
10. Altering a pass is a violation of the use of the pass and may result in any vehicle displaying the altered pass being impounded, cited and towed.
11. Passes are non refundable. Be sure you have the correct date and purchase the correct amount of passes needed.

Parking Scrip

University of Hawai'i Mānoa Parking scrip are another option for guest parking. Parking scrip are available for departments to purchase from the University of Hawai'i Mānoa Parking Operations. Parking scrip are sold in \$40.00 books (40, \$1.00 scrip). Parking scrip does not expire. You may request scrip directly from the University of Hawai'i Mānoa Parking Office.

Parking scrip may be used to:

- ✓ Pay for passes at the University of Hawai'i Mānoa Parking Office
- ✓ Pay the daily fee at the parking gate booth in Lot C or on the Mānoa campus.
- ✓ Reimburse guests that pay the daily parking fee. The scrip can be redeemed for cash at the parking gate booth in Lot C upon exiting.

Scratch Off Parking Passes

Scratch off parking passes are available to purchase from the University of Hawai'i Mānoa Parking Office. The cost is \$5.00 each and sold in packs of 10 passes.

Requests for these passes may be made directly to the University of Hawai'i Mānoa Parking Office just like the parking scrip.

THESE PASSES HAVE AN EXPIRATION DATE OF DECEMBER 31, 2011.

To use the pass, the date of use must be revealed on the front of the pass by scratching off the silver covering from the appropriate month, day and year. Only one date may be scratched off at a time. Be very careful not to scratch off the wrong date. That will void the pass completely. There are no refunds for voided or unused passes.

These passes are valid for parking in Lot C without prior arrangements. Parking in Lot A using this pass is allowed with prior arrangements. Email requests for Lot A parking to jabsom-parking@lists.hawaii.edu. Please be sure to include the information that you have the scratch off pass for your guest to use while parking in Lot A.

Special Event Parking:

When planning your event, please remember to include the parking in your discussions. Parking for large groups will be accommodated in Lot C. Arrangements can be made with the Facilities Management Office when scheduling the facilities usage. After hours and weekend parking arrangements for large groups may be made for Lot A if space is available.

Departments that have committee or board meetings will need to be sure of the number of passes required. If not enough passes are purchased, all attendees over the number of passes purchased will be required to purchase a daily ticket and park in Lot C.

Parking Office Hours:

The University of Hawai'i Mānoa Parking Office sends a representative to the Kaka'ako location twice a week to allow JABSOM Faculty, Staff and Students to pickup their purchased permits and passes without driving into Mānoa.

Current University of Hawai'i Mānoa Parking Operations Office Hours:

- Kaka'ako: Mondays and Wednesdays, 2:15pm – 3:15pm
* If either day is a State Holiday,
the office hours are moved to the
Friday of the same week. Days
and hours are subject to change.
- Mānoa: Mondays – Fridays, 7:45am – 4:30pm.
Excluding State Holidays.